



Events Contract 2024 (for reservations confirmed in 2024)

Client :
Event Date :
Event Type : Garden Wedding and Reception / Wedding Reception
Venue Rental : Php195,000

Inclusions

- Whole day use of Pavilion and Gardens for up to 200 people
- Free use of chairs and tables for the reception in the Pavilion for up to for 200 people
- Catering Kitchen, Powder Room (with aircon), Male, Female & PWD Bathrooms (with cleaning staff)
- Cooling Package – 4 Iwata Evaporative Coolers and 3 Mist Fans
- Parking Areas for 90 cars - with guides to direct traffic
- Free use of Backup Generator
- One room on the night of the event - Premier 1 Bedroom Suite (2 people) with breakfast
- Discounted rate (Php42,300) for our **5 Room Package - Night of the Wedding** if booked over 3 months in advance
- Please inquire about our other extras: additional rooms, chairs, tables, tents, string lights and decorations package


Terms

- For events larger than 200 people, there is a charge of Php1,000 per guest. Maximum event size is 250 people
- Ingress is 7am onwards. Egress is by 12 Midnight. Hours in excess will be charged at Php5,000/hour
- Egress is complete when all suppliers and non-overnight guests have left the property
- Sound limit (10pm onwards) – Pavilion 90 decibels. Garden 75 decibels. Electrical limit – 150 amperes
- For the rooms, check-in is 2pm and check out is 12 noon
- Your caterer and other suppliers must be accredited by Narra Hill (in line with standard industry practice, all accredited suppliers agree to a separate fee and security deposit directly with Narra Hill)
- There is a Php50,000 corkage fee to use a non-accredited caterer
- No drilling, adhesives, glues, nails, staples, or paint can be used in the set-up
- No open flames or sparklers indoors, no paper lanterns, no paper confetti, fireworks only before 9pm
- Narra Hill takes no responsibility for loss, damage or injury of any kind
- The Client will be wholly responsible for any damages that occur during the event, ingress or egress
- Holiday Surcharge for regular and special non-working holidays is Php10,000 for events, Php6,500 for Extra Night
- In case of force majeure, your sole recourse is that the event can be moved to another date, within one year
- Fee to change date: at least 6 months in advance - Php20,000; less than 6 months in advance - Php40,000; more than 12 months in advance - free

Payments

- A Reservation Fee of Php50,000 is required to secure your date. This fee is non-refundable, non- transferrable and non-convertible to any other use
- Payments due 14 days prior to event (late payment will be charged Php1,000/day):
 - 1.) Non-refundable remaining balance of Php145,000
 - 2.) Security deposit of Php20,000 (to be returned within 2 weeks less any damages or late fees)

Please sign and date below to indicate your understanding and agreement to all above terms.


FRANCIS CALLAGHAN

Narra Hill Representative

Client